

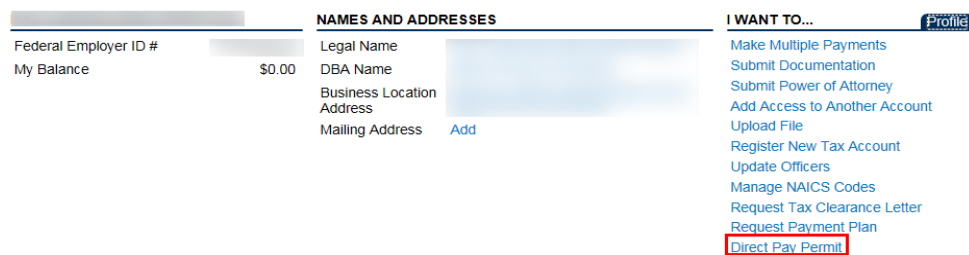
The following documentation provides information on requesting a direct pay permit via the Georgia Tax Center. Note: you must have a NAICS code associated with the account before you can proceed with your request. Please allow 7 to 10 business days for the processing of your request. You will receive a letter by mail regarding your request as well as receive an e-MESSAGES notification via your online GTC account.

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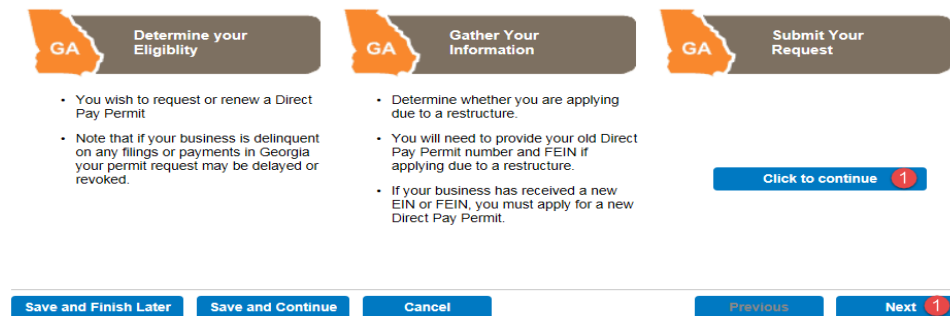
### Request a Direct Pay Permit

1. Click on the Direct Pay Permit hyperlink.



The screenshot shows the Georgia Tax Center user dashboard. On the left, there are fields for 'Federal Employer ID #' and 'My Balance' (\$0.00). In the center, under 'NAMES AND ADDRESSES', there are fields for 'Legal Name', 'DBA Name', 'Business Location Address', and 'Mailing Address' with an 'Add' link. On the right, under 'I WANT TO...', there is a list of options: 'Make Multiple Payments', 'Submit Documentation', 'Submit Power of Attorney', 'Add Access to Another Account', 'Upload File', 'Register New Tax Account', 'Update Officers', 'Manage NAICS Codes', 'Request Tax Clearance Letter', 'Request Payment Plan', and 'Direct Pay Permit' (which is highlighted with a red box). A 'Profile' link is also visible at the top right of the menu.

2. Click the **Click to continue** button *or* click **Next**.



The screenshot shows the 'Determine your Eligibility' step of the Direct Pay Permit request process. It features a 'GA' logo and a list of instructions:
 

- You wish to request or renew a Direct Pay Permit
- Note that if your business is delinquent on any filings or payments in Georgia your permit request may be delayed or revoked.

 To the right, there is a 'Click to continue' button with a red '1' icon. Below the instructions, there are three buttons: 'Save and Finish Later', 'Save and Continue', and 'Cancel'. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button also featuring a red '1' icon.

1. Start 2. Main

## Direct Pay Permit Request

## Adding a NAICS Code

1. Log onto the GTC website (<https://gtc.dor.ga.gov>).
2. Click on the **Manage NAICS Codes** hyperlink.

FRANK'S FOOD HUT		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID #	55-5555588	Legal Name	FRANK'S FOOD HUT	<a href="#">Make Multiple Payments</a>
My Balance	\$0.00	DBA Name	FRODO'S	<a href="#">Submit Documentation</a>
		Business Location Address	47 TRINITY AVE SW ATLANTA GA 30334-9006	<a href="#">Submit Power of Attorney</a>
		Mailing Address	47 TRINITY AVE SW ATLANTA GA 30334-9006	<a href="#">Add Access to Another Account</a>
				<a href="#">Upload File</a>
				<a href="#">Register New Tax Account</a>
				<a href="#">Update Officers</a>
				<a href="#">Manage NAICS Codes</a>
				<a href="#">Request Tax Clearance Letter</a>
				<a href="#">Request Payment Plan</a>
				<a href="#">Direct Pay Permit</a>

3. Click the **Add a NAICS Code** hyperlink to select your code.

1. Update NAICS Code
2. Review

### Update NAICS Code

If you would like to update your primary NAICS Code, then you must uncheck your current primary NAICS code.

If a NAICS Code no longer applies to your business, then you may inactivate it by adding an expiration date.

NAICS Code	Description	Expiration Date	Primary NAICS?
<a href="#">Add a NAICS Code</a>			

Cancel
Previous
Next

4. If you do not know the company's NAICS code, you can look it up by clicking the **Click to lookup NAICS code** hyperlink.

NAICS Code
Description
Expiration Date
Primary NAICS?

☐

- Search using a keyword to locate the NAICS code that closest matches the company's business. Input it in the **NAICS Code** box and the Description will auto-populate. Click the **Primary NAICS** box to signify that this is the company's primary code and then click **Add**.

NAICS Code

722110

[Click to lookup NAICS code](#)

Description

Full-Service Restaurants

Expiration Date

Primary NAICS?

☒

Add

Cancel

Note: if you are adding additional codes do not select the *Primary NAICS* box. A company can only have one primary code.

- Click **Next** once all codes have been added to the account.

### Update NAICS Code

If you would like to update your primary NAICS Code, then you must uncheck your current primary NAICS code.

If a NAICS Code no longer applies to your business, then you may inactivate it by adding an expiration date.

NAICS Code	Description	Expiration Date	Primary NAICS?
722110	Full-Service Restaurants		<input checked="" type="checkbox"/>
<a href="#">Add a NAICS Code</a>			

Cancel

Previous

Next

- Review your entry and then click **Submit**.

### Review

Please review your changes.

You may continue by clicking the submit button at the top.

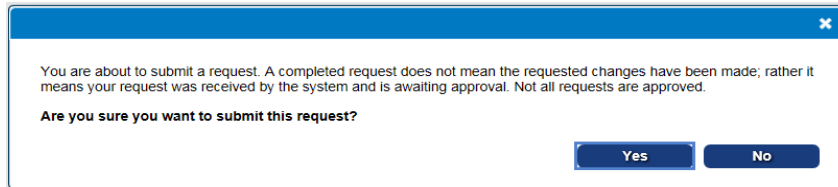
NAICS Code	Description	Expiration Date	Primary NAICS?
722110	Full-Service Restaurants		<input checked="" type="checkbox"/>

Cancel

Previous

Submit

8. Click **Yes** to confirm that you would like to submit the request.

A confirmation dialog box with a blue header bar containing a close button (X). The main text reads: "You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved." Below this, a question is asked: "Are you sure you want to submit this request?". At the bottom right, there are two buttons: "Yes" and "No".

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Yes No

Print the confirmation page or note your confirmation number. Click **Ok**.

Note: Your account should update within 15 minutes.